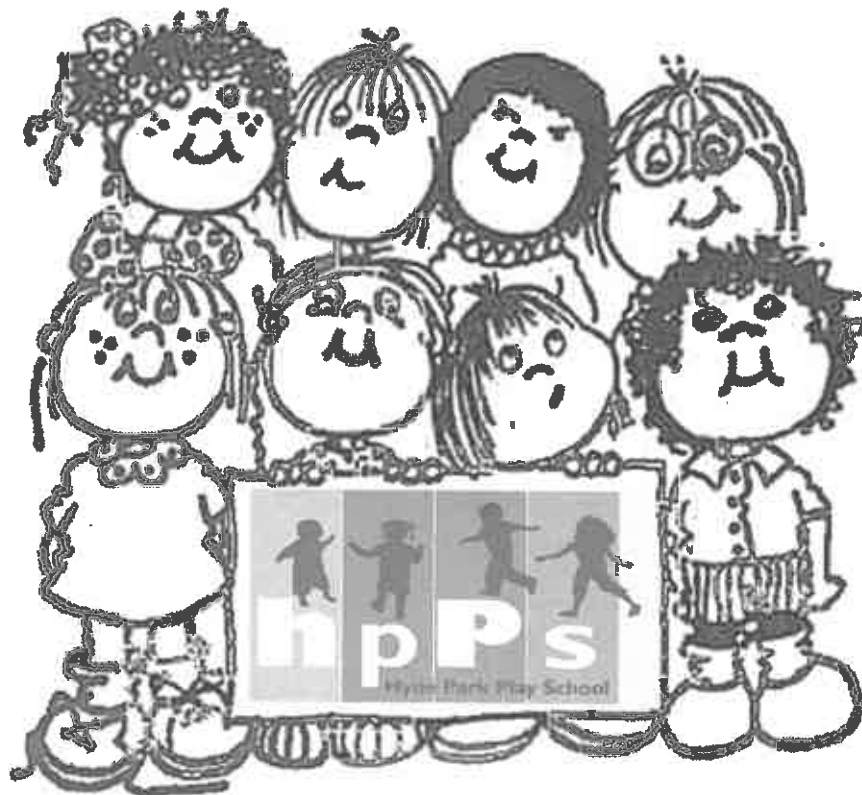


PARENT HANDBOOK

for
Hyde Park Play School





HYDE PARK PLAY SCHOOL, INC.
3846 Drake Ave.
Cincinnati, Ohio, 45209
Phone (513)631-2095 Fax (513)631-2755
Email: office@hydeparkplayschool.com
Website: www.thehydeparkplayschool.com

Dear Parents,

We welcome you and your child to our child care program. We hope that both you and your child will be happy and enjoy being in our care. As parents, you are invited to ask any questions or make any suggestions. The best assurance for the success of your child's day care or pre-school experience, is the close cooperation and understanding between parents, staff, and administration.

The Administrators are usually on the premises most of the hours the School is in operation. You may reach the office during the day by calling 631-2095. If you would like to fax information to us, please send fax info to 631-2755.

The philosophy of the School is to provide a quality child care program for working parents which is dedicated to the physical, intellectual, social, and emotional development of children between the ages of two months and six years. Our goal is to provide a loving atmosphere as much like home as possible for your child. We strive to give each child as much individual attention as possible and to help each child learn to feel good about him or herself and the world in which he or she lives.

The School is legally licensed by the Ohio Dept. of Job and Family Services, which is posted for review in the first-floor office. The license capacity is noted on the license. A copy of the State rules governing child care operations, along with the School's licensing record is available upon request.

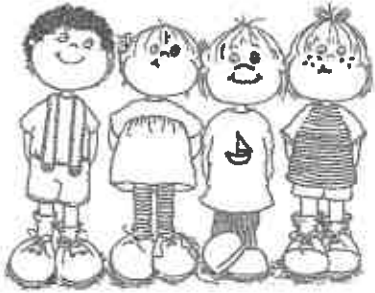
This booklet has been prepared to present to you the policies, programs, and procedures of the School. We look forward to serving you and your child.



Nancy Philpot, Owner
Laurie Philpot
Michelle Trotta
Amy Fehrenbach
Andrea Philpot

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

This School shall not exceed the required State staff/child ratios and maximum group sizes.



Ratios

- 1:5 or 2:12 Infants 0-18 months
- 1:7 Toddlers 18 months-30 months
- 1:8 2 ½ - 3 years old
- 1:12 3 years old
- 1:14 4 - 5 years old
- 1:18 school-age children

Because we desire to provide a higher level of quality care, we will strive to maintain a 1:4 ratio in the infant room, and a 1:5 ratio in the toddler room. Ratios for toddlers and pre-school aged children may be doubled for at nap time as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

Group Sizes

- 12 Infants
- 14 Toddlers 18 months-30 months
- 16 2 ½ - 3 yr. Olds
- 24 3 year olds
- 28 4-5 year olds
- 36 school-age children

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play, or special activities.

INFANT PROGRAM

In order to give your child, the best care, we require parents to provide us with their child's written schedule of his/her daily routine, along with their eating/feeding schedules. We will try to keep him/her on this schedule if at all possible.

Food, Clothing, and Napping

With our infants, we furnish crib sheets and we also launder items as necessary. Parents furnish diapers and wipes as well as all baby food and formula fresh each day.



Please clearly label child's items, breast milk, and formula with the child's first and last name. Bottles need to be prepared at home with breast milk or formula and they must also have date of preparation, and date pumped. If it is a bottle prepared with breast milk, it must have the child's first and last name and the date pumped and the date prepared. If Frozen breast milk is stored here, it must have child's first and last name and the date it was pumped and the date it is given to us. If your infant is old enough to eat table food and drink regular milk, then we will provide that. Due to the safety of the children, please do not send in any glass bottles. Infants under four months of age are required to have a Doctor note if a parent wishes for their child to have any food other than breast milk or formula.

If a parent needs to feed/nurse or pump here, there is a rocker located in our infant room. Blankets are not permitted for children under twelve months of age. Parents may provide a one-piece sleeper/wearable blanket or a wearable swaddling blanket.

Only children who are not yet able to roll over are permitted to be swaddled using a wearable swaddling blanket. Infants under 12 months old shall be placed on their backs to sleep unless the parent provides a "sleep position waiver statement for childcare, provided by the Center and signed by the child's physician.

Children who use pacifiers with stuffed animals attached to it or pacifiers with a clip attached to it may not use them in the crib. They may use them while playing but they are not permitted in the crib.

Stimulation

We provide stimulation for our infants by exercising them, reading to them, holding and talking to them, playing with them, playing music for them, and by providing educational toys for them to play with. When weather is permitting, children will be taken outside. We also have strollers and take our infants on walks.



TODDLER PROGRAM

Schedule



With our toddlers, we have a balanced program which includes soft and cuddly toys, simple puzzles, building blocks, story books, finger plays, songs, music, sand and water play, pasta play, dress-ups, (and different types of dramatic play), push-and-pull toys, simple manipulative, cars and trucks, and a program called Warm World. This program is especially for toddlers and introduces activities including simple paintings and pastings and coloring activities.

Our older Toddler Program features all the above, plus a program called Just for Twos, which is a learning extension to the Warm World program.

The School shall provide outdoor play each day in suitable weather for toddlers, pre-school, and school-age children in attendance for four or more consecutive daylight hours. We do not, however, take the children outdoors if it is raining, during bad weather alerts, or below 25 degrees or above 90 degrees with regard to the humidity and wind chill.

Clothing

Parents may bring in a blanket if you so desire for naptime, but, *no pillows, please*. Please provide an extra set of clothing to keep in your child's cubby. All clothing and any other articles brought into the School must be *clearly* labeled with your child's name, as we are not responsible for any lost articles.

Potty Training

Parents of toddlers who are not yet potty trained are required to provide disposable diapers/pull-ups and wipes.

When you are ready to begin toilet training your child, we will gladly work with you to assist you in this process, providing your child is old enough, and that we can both agree that he/she is ready for toilet training.

PRE-SCHOOL PROGRAM

Our preschool and pre-kindergarten programs have been expressly designed for our three and four-year-old children. Our objective is to implement a program that has been specifically planned and prepared to facilitate learning through a thematic approach in multi-purpose classrooms.

Schedule of Activities

1. Working with paints, clay, crayons, blocks, and other manipulative materials.
2. Enjoying stories, poetry, dramatizations, plays, films, records, tapes, and books.
3. Learning to share, take turns, plan, work and play with others.
4. Learning to respond rhythmically to music, singing new songs, learning finger plays, and listening to different kinds of music.
5. Special on-site programs are planned and scheduled throughout the year that include visits from Museum on Wheels, the children's librarian, various community helpers, School House Symphony, Aunt DeeDee the Storyteller, Mother Nature, a magician, and Sunrock Farm. The children also enjoy our annual Fall Fest, Spring Fling, and Summer Celebration.
6. A most important part of our program is the time for outdoor play. The school shall provide outdoor play each day in suitable weather, for toddlers, pre-school, and school-age children in attendance for four or more consecutive daylight hours.
7. Equipment, space, and time is allowed for large-muscle development, indoors when children cannot go outside on the playground.
8. Opportunities for growth in language abilities.
9. Basic beginning Spanish and sign language are introduced to our pre-school children, along with exposure to both ethnic and cultural backgrounds.
10. Our four and five-year-old children have weekly opportunities to work on our computers to further enhance their readiness skills.
11. Experiences in pre-science, which will include experiments, sensory perception, and learning about living things.
12. Pre-math, pre-reading, reading readiness, and pre-writing experiences are part of our program. Much of this is done in the form of "hands-on" learning centers which are set up in the classroom, and individualized, small-group and larger-group activities.
13. Simple cooking experiences.





Hours of Operation

The School is open Monday through Friday from 6:30 a.m. to 6:00 p.m. year-round. We observe eleven holidays throughout the year, including Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after. Should any of these eleven holidays fall on Saturday or Sunday, we will let you know in advance when they will be observed by our School.

Meals and Snacks

We provide a morning snack at 8:45 a.m., lunch at 11:30 a.m., and an afternoon snack at 2:45 p.m. Each of the snacks will contain at least two nutritional foods. Lunches and snacks are state approved and shall meet all child care licensing requirements.

A two-week rotating menu is provided to our parents so that they may know from day to day what is being served. Our menu is peanut, tree nut and pine nut free. A menu is also posted in the office on the first floor. Although we follow this menu most of the time, occasionally there may be a substitution. The substitution meal will be posted in the little office on the first floor.

If your child has a special food allergy, please write it down on your child's records and make sure you communicate it to the office so that we can make sure it is posted in the kitchen, in your child's classroom and in our office, so that particular item is not given to your child. If a food allergy requires many menu alterations, the parent may be asked to bring in their child's lunch and or snacks. We cannot, however, provide daily substitutions for a particular child because a child does not like a certain item on the menu. Some children are very "picky" eaters and this can quickly get out of hand. Should any type of "special" lunch be needed, it is up the parent to send in a substitution.



Whole Cow's milk will be provided for children 12 months-24 months of age. One percent or skim cow's milk will be provided for children 24 months and older. If a child requires any other type of milk or milk substitute, please notify our office so that we can give you the necessary paperwork to go with the substitution.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written

information from your physician regarding this. Please speak with the Administrator for more details regarding this.

When special diets are required for cultural or religious reasons, the Center shall obtain written, dated, and signed instructions from the child's parent.

Diapering

All of our diapered children are changed according to each child's classroom schedule, which is in approximately every 2 hours or sooner if needed. B.M.s are changed immediately. All children are also diapered before and after every nap.

Our Center's policy requires the use of disposable diaper only. All diapers and wipes are provided by parents.

Toys

We have one special day a week children may bring something in from home to share with the class (toys, etc.). This is on Friday, and it is called "sharing day". Other than this day, we prefer no toys be brought in. We have many toys here and it is very difficult to keep track of everyone's pieces and parts of games, toys, etc. Again, please remember to put your child's name on all articles brought into the School. The School is not responsible for lost articles.

Birthday or Holiday Treats

Birthdays are very important to a child. Your child may bring in cupcakes or cookies on his/her birthday or for some other "special" day. Birthday treats need to be free of any type of nuts. Please check with the teacher in case there may be another birthday celebration on the same day. Enough "treats" should be brought in to share with everyone in the class.



Napping and Resting

The Center provides a quiet space for children to rest, nap, or sleep for a time in accordance with the developmental needs for the child.

Outdoor Play

The School shall provide outdoor play each day in suitable weather for toddlers, pre-school, and school-age children in attendance for four or more consecutive daylight hours. We do not, however, take the children outdoors if it is raining, during bad weather alerts, or below 25 degrees or above 90 degrees with regard to the humidity and wind chill.

Outdoor play is a very important part of our program, and we believe the benefits of outdoor play has a huge role in a child's development. The school shall provide outdoor

play each day once in the A.M. and once in the P.M. in suitable weather, for toddlers, pre-school, and school-age children. Please make sure your child is dressed appropriately for the weather conditions. We also ask that children wear closed shoes when playing outdoors. Please see your child's schedule to see his/her scheduled outdoor times.

Clothes

Please bring in an extra outfit to keep in your child's cubby for any emergencies. Make sure your child's name is on all articles brought in, as the School is not responsible for any lost articles. Washable play clothes are most suitable for wearing. Gym shoes are recommended for running and climbing. Sandals, clogs, and thongs are dangerous to run and climb in and should not be worn. Boots with pointed toes are not practical and sometimes turn into "weapons" if a child becomes angry with his/her classmates.

Admissions

A child is considered to be enrolled in the School only after the registration fee and the required one week of tuition deposit has been received, the Administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months. **Exceptions to immunization(s) requirements include: names of diseases against which the child has not been immunized and whether it is because the immunization is medically, contraindicated, not medically appropriate for the child's age, or declined by the parent.

Medications

Should your child require medications while being at the School, we will administer any *prescription medication*, as long as it is labeled with the child's name and rx label on the medication.

All parents bringing in prescription medications must fill out a medication form we will provide, with the following information: child's name, date of birth, date to be given, name of medication, dosage and time and parent's signature. The dosage *may not* exceed what the recommended dosage is on the label of the medication.

Prescription medication must have a label with the pharmacy name, address, phone number and prescription number must also be filled in. Prescription medications will be given out for the length of the particular prescription or until the parent cancels their instructions. Children must receive one dose of medication before arriving at the program (unless the medication is used for emergencies.)



If a child requires any type of Special Health medications or care, please let the office know so that we can put a Special Health Care Plan in place. Parents will be given a form to fill out with this and it will be reviewed and signed by your child's caregiver and Administration. This is necessary, but not limited to, health needs involving food allergies, epi-pens, inhalers, etc. Epi-pens and inhalers will also require a medication form to be filled out by the parent and a prescription label must accompany the epi-pen and inhaler.

Our Center will also administer diaper cream provided by the parents for diaper rash or preventative purposes. Please make sure the diaper cream has your child's first and last name on it and you will be asked to fill out a state form for administration of the diaper cream.

Our Center will administer sunblock provided by the parent from May through September. We ask that parents apply sunblock at home in the morning and we will apply it in the afternoons. Please make sure the sunblock has your child's first and last name on it. The staff will give you a State form to fill out for administration of the sunblock. Sunblock may not be an aerosol.

*Parents are limited to one sunblock and one diaper cream per child.

**We will not administer over the counter medications such as Tylenol and Advil and their generic forms to any children. This includes cough medications.

Illnesses and Communicable Diseases

If your child is feverish in the morning or displays any signs of illness, please keep him/her at home. Following any illness, a child must be fever free (without the use of fever reducing medication) and symptom free for at least 24 hours before returning to the Center. A child with any of the following signs or symptoms of illness, shall be immediately isolated from the other children, and discharged to his parent or guardian or person designated by the parent or guardian:

1. Diarrhea (three or more abnormally loose stools within a 24-hour period).
2. Severe coughing, causing the child to become red and/or blue in the face and to make a *whooping* sound.
3. Difficult or rapid breathing.
4. Yellowish skin or eyes.
5. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
6. Temperature of 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
7. Untreated infected skin patches, unusual spots, or rashes.
8. Unusually dark urine and/or gray or white stool.
9. Stiff neck with an elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infection.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Isolation Precautions

A child isolated due to suspected communicable disease shall be:

1. Within sight and hearing of an adult at all times.
2. Cared for in another room or portion of a room away from other children.
3. Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomitus, or other body fluids, the cot shall be cleaned with soap and water disinfected with an appropriate Germicide.

Mildly-Ill Child

A mildly-ill child, (minor cold, not exhibiting any of the listed symptoms for discharge) will be permitted to stay in the class and will be closely monitored by the teacher for any communicable disease symptoms to develop.

Communicable Disease Charts shall be hanging on the wall in the main entry office of the main building, in the infant rooms, in the toddler rooms, and on the second floor of the main building. If a child has been exposed to a communicable disease, parents will be notified either in person, by phone call or letter, or by a sign put up in the room.

Accidents/Emergencies

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. If a parent refuses to give written consent to allow for Emergency Transportation authorization, the parent assumes responsibility for lack of professional emergency treatment except for the treatment that emergency professionals can give here.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness." The report will be provided to licensing staff within 3 business days of the incident.

Safety/Security Policy

There is immediate access at all times in the School to a working telephone.

All children will be supervised at all times. A child-care staff member in charge of a group of children shall be responsible for their safety. When a child enters our School, he/she shall be brought into the classroom by his/her parent or guardian and the parent or guardian needs to make sure that the teacher is aware that the child has arrived. When a child is leaving the School, our parents must also make sure that the teacher is aware the child is leaving. Staff will document arrival time and departure time of each child on attendance records. If your child is going to be absent, please call our office.

Our top priority is the safety and the security of our children and our staff. The key to our security is controlling who comes through the door by maintaining locked doors and controlled access. The following procedures are in place and designed to create a safe and secure environment.

*** Our Center is in lock-down 24/7, and parents must have a 4-digit code to enter the facility. Additionally, all areas of the building, including entrances, driveway, play areas and individual classrooms are video/audio monitored continually.

*** Any visitor to our school must buzz at the side door for entrances. Once that individual is identified, they may enter. Visitors or those who are picking up children and are not recognized by staff must produce a picture I.D. once staff has verified that the individual has been cleared to pick-up.

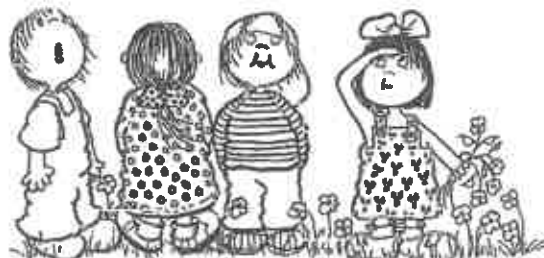
*** Only scheduled and guided tours by Administration are permitted.

*** Only currently enrolled families and current staff have coded access to the building. We ask that parents do not share their codes with others or do not hold the door for others to gain access to the building unless you are certain that individual is a parent to a child enrolled.

*** In accordance with the State of Ohio, as part of our emergency plan, District 2 Police Station has been provided with our contact information, safety plans, blueprints of the facility and building plans.

*** In case of emergency, teachers are instructed to account for all children with a name to face attendance check using their attendance sheets, and to secure children in the safest location in the building or outside. Parents are to be notified as soon as possible.

*** If you cannot pick up your child on a certain day, you must either tell us in person that morning or the day before, or call us personally, during the day and let us know who will be picking up your child. That person must bring personal identification with them, such as a driver's license. **NO CHILD WILL BE PERMITTED TO LEAVE THE PREMISES WITH ANYONE OTHER THAN THE PARENT OR GUARDIAN UNLESS WE HAVE BEEN INSTRUCTED BY THE PARENT OR GUARDIAN OF THAT CHILD.**



Driveway Safety

- *** When a child is picked up or dropped off, a parent shall pull *all the way around the driveway*.
- *** Do not leave your keys in your vehicle.
- *** We strongly urge parents to lock their vehicles when unattended.
- *** Do not leave children unattended in the vehicle.
- *** Do not leave valuables such as purses, wallets, cellphones, laptops, tablets or personal papers in view.
- *** Parents are also asked to remember to be brief in picking up and dropping off their children, so as not to tie up the flow of traffic in the driveway. If a parent thinks they may be more than a few minutes when picking up or dropping off their child, we ask that you park on the street. We have asked our staff not to park in the 3 parking spaces on the street directly in front of the school so that our parents have additional room to park while picking up their child.
- *** Because we are in a “residential” area, it is imperative that we have the cooperation of our parents in the driveway so that things run very smoothly at drop-off and pick-up time and we do not have “back-ups” of traffic onto the street.



Custody Agreements

In the event of a custody dispute, this School requires legal custody documents to be in our possession on file and will abide by legal documentation in Custody Agreement. The Center may not deny a parent access to their child without proper documentation.

Transitioning Statement

When it becomes time for a child to transition to the next classroom, parents will be notified in writing by an Administrator, explaining when the child will be moving, into which group, and when he or she will visit that group before the actual move. Parents will be asked to sign and return a transition statement.

School Closing Emergency

On the extremely rare occasion that the School should need to be closed or delayed due to extreme or emergency weather or any type of emergency that would require a school closing or delay, parents should call the School, or check with local television (channel 12) for information. Additionally, this notification will come to all parents who choose to participate in the “Remind Notification System”.

General Emergency/Serious Incident, Injury, or Illness

The School has devised several procedures to follow in the event that an emergency would occur while a child is under the care of the School. In the event of a fire, or tornado, or any type of disaster, staff would follow written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the School does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire, children will be taken outside of the building and remain there, depending on the situation, or until the fire department informs us it is safe to return inside. All staff shall have with them, their clipboard with enrollment of their class.

In case of weather alerts, such as tornado, etc., all infants shall be taken to the Tiny Tot Room (lower infant area), and all other classes shall be taken to basement of the main building. A sign will be posted on the front door of the School indicating that we have been evacuated, and the location where you can pick up your child.

In case of loss of power, heat or water to the School, the situation will be assessed and handled accordingly. Proper people will be immediately called to remedy the situation, if possible. Otherwise, parents or emergency contacts (in the event that a parent cannot be reached) will be called for each child, requesting that they come and pick up their child and for parents who participate in the "Remind Notification System", you will be immediately notified.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

An incident/injury report will be completed, and given to the person picking up the child on the day of the incident/injury, in the event that any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

Use of spray aerosols shall be prohibited when children are in attendance at the School. State laws require that the Administrator and each employee of the Child Care Center are required to report any suspicions of child abuse or child neglect, and after July 1, 1987, each state day care center shall have a current toll-free number for the Ohio Dept. of Job and Family Services that anyone may use to report a suspected violation of Chapter 5104, of the revised code or Chapter 5101:2-12 of the Administrative Code. The number can be

found on the Center's license, which is posted in the office on the first floor of the main building.

Parent-School Participation

A newsletter and calendar of events are posted on our private Shutterfly account, keeping you informed about our programs and services, and any ways in which we may request parental aid or participation such as holiday celebrations, birthday celebrations or field trips. We will also take pictures of your child to put on the Shutterfly account to share parts of their day! If you would not like your child's photo taken you need to contact our office and let us know.



Informal assessments are sent home once a year, in order to assess your child's progress. Periodically (at least once a year), parent/teacher conferences for enrolled children are scheduled (usually following the evaluation), in order to discuss your child. If a parent should request a "special" conference at any other time, we will arrange to schedule one.

Our School offers an open-door policy for parents of *enrolled children*.

If parents have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's teacher
2. Administrator

Employees with concerns are asked to follow the same chain of command, starting with the administrator.

Discipline Policy

We view discipline as an opportunity to implement learning. Our teachers deal with the children individually, treating each situation separately. Staff members are familiar with age-appropriate behaviors and normal developmental characteristics of preschool children, and, therefore, have realistic expectations for their children. If a problem arises between or among the children, the staff member may halt the problem by using one of the following:

1. Redirecting the interests of the child.
2. Adjusting the learning environment.
3. Talking the problem through with the children involved; asking the question "What seems to be the problem?"
4. Taking aside and discussing the problem with the child who seems to want his/her own way and interferes with the play of the other children.
5. Denying the child who ruins the playground or play area for others,



- the privilege of using the area or the piece of equipment for that play period.
6. Asking the disruptive child to leave the group with the option of returning when he/she thinks they are ready.
 7. Placing a child in “time-out” for no more than one minute per age of that child.

Most of these methods of discipline work for most children. If, however, we have a child who does not respond to these methods of discipline, a parent will be called in to discuss this child’s behavior, and what to do about it.

No staff will be subjected to a child who kicks, hits, bites, punches, or throws things at them, or continually causes harm to other children. If a child is, or becomes, a serious discipline problem, he/she can and will be asked to leave the Center.

The above Discipline Policy applies to all Center employees.

Staff

Our staff members have various and different degrees of educational backgrounds, ranging from high school diploma, some college, CDA, or Early Childhood Educational degree, State Certification, etc. Additional training begins upon employment and remains ongoing in the following areas: Child development, First Aid, Infant/child/adult CPR, Child Abuse Recognition, Communicable Disease Recognition, and proper hand-washing and disinfecting techniques. All staff training in First Aid, CPR, Communicable Diseases and Child Abuse Recognition shall be done by a licensed physician, a registered nurse, an EMT certified technician or an American Red Cross instructor. Upon employment at our Center, each staff member obtains their fingerprints for both State and Federal. This process is repeated for every fifth year of employment at our Center.



EXCLUSION FROM CENTER POLICY

This School shall be open to any child regardless of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. However, any child may be excluded at any time, at the sole discretion of the Administrator and/or Owner immediately and without notice. Reasons for such exclusion may include, but are not limited to, any of the following:

1. Lack of personal hygiene, contagious illness or diseases, or parasites if they are not immediately taken care of by parent or guardian.
2. Any type of disruptive behavior of a child toward himself/herself, other children, caregivers or other adults, or School property.
3. A child who regularly bites or injures other children.
4. If the parent or guardian and Administration agree, that the School is not conducive to the child's best interest, or the child's special needs.
5. If the School's rules, policies and/or procedures are not adhered to by the child's parents, guardians, or other individuals.
6. If the School's operations or atmosphere, or programs are disrupted.
7. If any parent, guardian, or other individual is or becomes offensive, intimidating, demanding, hostile, or threatening to the School's operations, staff and/or Administration, or Owner in their sole discretion, to be intimidating, hostile, demanding, or threatening to the School's operations, staff and/or Administration.
8. If a child's parents, guardian, or other individual says or does anything that creates an atmosphere, in the sole opinion of the School's Administration and/or Owner, whereby a comfortable and/or working relationship can no longer be achieved between Administration and parent, guardian, staff, etc.
9. If a child's parents, guardian, or other individuals approach and/or solicit any of our School's staff or employees, or allow themselves to be approached by any of our staff, to discuss with this staff leaving our employment to take care of their child in their home, the staff's home, or anywhere else, without prior written consent of the Administration and/or Owner.

Further, without the prior written consent of the Administration and/or Owner, no parent, guardian, former parent, or other individual may solicit and/or employ any of the School's employees or staff members within one year of that employee or staff leaving our employment.

Any parent, former parent, guardian, or other individual violating this provision may be held liable for damages to the School and may be responsible for all costs of training that employee, including, but not limited to, the following: initial interviewing and hiring expense, fingerprinting and police report costs, reimbursement of all classes given to that employee in Child Development, First Aid, Communicable Diseases, CPR, Child Abuse Classes, and any other costs the School has expended in the hiring and training of that employee.



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